Self-Managing Your Credentials File

While all schools/districts will require all the items listed below, most will. Therefore, in order to submit your application materials in a timely manner, ensure you are prepared with the following items in your Self-Managed Credentials File (in this order):

- **Cover Page**
  A cover page template is available at [www.usu.edu/career/students/education](http://www.usu.edu/career/students/education) that you can personalize and clip onto the front of your file.

- **Cover Letter (optional)**
  Larger school districts are interested in having a cover letter; with smaller districts it is optional.

- **Resume**
  Develop a targeted, attractive, and error-free resume that will advertise your qualifications and background.

- **Academic Transcript**
  Have an unofficial copy of your transcript in your file. When your degree is posted on your transcript, replace the transcript you are currently using with the one that shows your degree.

- **PRAXIS Scores**
  Include a copy of your PRAXIS scores once you have passed the appropriate PRAXIS exam(s).

- **Student Teaching Evaluations**
  Refer to your Student Teacher Coordinator for details on how you will receive your final evaluations. If you apply for a position before your evaluations are available, simply notify the district to which you are applying that you have yet to receive your final evaluations and will send them once they are available.

- **Letters of Recommendation**
  Obtain three letters of recommendation from individuals that know your potential as a teacher (professors, teachers, principles) and/or what kind of worker you are (supervisors). Avoid personal or character references.

Go to [www.usu.edu/career/students/education](http://www.usu.edu/career/students/education) to receive more detailed information, resources, and samples for every file category. For those that prefer not to self-manage their files, you can submit your credential file materials to a credential service provider for a fee such as Interfolio — a service that will update and submit your materials per your instructions. View the services and guidelines at [www.interfolio.com](http://www.interfolio.com).

**To Maintain Your File and to Keep Materials Current:**

- Update your contact information as necessary.
- Scan all necessary items (i.e. Student Teacher Evaluations or Letters of Recommendation) and have ready to submit with on-line applications.
- Obtain a new copy of your transcript whenever you complete additional classes.
- Revise your resume frequently to reflect new achievements, especially throughout your semester of student teaching.
- Replace older, less valuable letters with newer letters from school administrators.

**To Send/Deliver Your File:**

- Take note of posted deadlines and be prepared to send your materials in time to meet them. Many districts now prefer these items be submitted online.
- Send copies of everything required by the district/school to which you are applying and keep your originals for future use.
- Make certain every single piece of paper has your name on it and includes all required signatures.
- Mail/deliver your file in a large envelope; do not fold your file materials. Paperclip your materials together within the envelope and ensure that you use the cover page prepared for you on the website listed above.
- Ensure that your envelope has the complete application mailing address.